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OCI NOTICE  
NO. 50-91

OPERATIONS  
3 November 1969

OFFICE OF CURRENT INTELLIGENCE  
PRODUCTION OF COUNTRY HANDBOOKS

1. At the request of the President's Special Assistant for National Security Affairs, this Office will produce a series of handbooks containing political, economic, geographic and military information on all foreign countries. The purpose of this series is to provide authoritative and up-to-date briefing and reference material for the NSC staff and officers throughout the foreign affairs community.

2. In scope and format, the new series will resemble the existing Intelligence Handbooks on African and Western Hemisphere countries but will be somewhat longer and more detailed. The new handbooks will replace the African and Western Hemisphere series. The average handbook will range from 20 to 30 pages. The model table of contents attached to this notice is intended to provide general guidance on the scope of the new series; there will, of course, be considerable variation in the contents and length of individual handbooks.

3. To meet the requirement of up-to-date information, all previously issued handbooks will be reviewed on a quarterly basis to insure that they accurately reflect the current state of affairs on items of principal importance in each country. Where significant changes have occurred the relevant page or pages will be updated on loose-leaf inserts that will be disseminated to handbook holders.

4. The responsibility for producing handbook drafts and for updating previously issued handbooks will rest primarily with the respective geographic Divisions. Each Division Chief should designate a senior officer to monitor

GROUP 1  
Excluded from automatic  
downgrading and  
declassification

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the status and progress of handbook production and to act as the liaison point with the Research Staff. The Research Staff will provide overall guidance and monitoring to insure that production schedules are met. It will perform final review of handbook drafts and update revisions and oversee the printing and dissemination process.

5. The Office is committed to producing 40 handbooks over the next 12 months, with initial delivery dates spread over a period from 1 November 1969 to 1 January 1970. The same schedule of 40 handbooks a year will obtain in the following two years until all countries have been covered. Insofar as possible, the handbook schedule will be geared to the NIS General Survey schedule. This arrangement will permit handbook producers to draw on the detailed research performed in drafting the General Surveys. It will also minimize conflicting demands on the analysts' time and energies. A schedule providing roughly equal coverage of all major world regions during the initial 12-month period is attached to this notice.

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E. DREXEL GODFREY, JR.  
Director of Current Intelligence

Attachments:

Model Table of Contents  
Country Handbook Production Schedule

Distribution B